

NEVADA DIVISION OF STATE PARKS
POLICY ADMINISTRATIVE MANUAL

Policy No. 66-2
Reference No. NRS 233B.010 thru 120
Administrator SIGNED
Admin. Signature Date 3/13/01
DCNR SIGNED Date 3/14/01
Reviewed On _____

LAWS AND LEGAL
Fee Revisions

POLICY: The Division shall maintain an updated Fee Schedule.

PURPOSE: To provide guidelines for the review and revision of fees charged in the various State Park units.

PROCEDURES:

- I. The Division shall conduct biennial review of its Fee Schedule. Such review will include an evaluation of the level of services rendered, the quality of resources and facilities available, staff services provided, and demand for use at each State Park unit. This information will be compared with facilities, resources, staff and demand in state park systems similar to that of Nevada's park systems in neighboring states and other public and private recreation facilities in the state or planning region, whose fee structures will also be assessed (See Attachments A & B). The review will take into consideration the standardization of user fees to the degree practical. The National Association of State Park Director's Annual Information Exchange will be consulted along with appropriate surveys.
- II. The Division will submit its recommendations for fee modifications for review to the Department of Conservation and Natural Resources, the Legislative Counsel Bureau (LCB), and the Budget Office.
- III. The biennial budget submitted to the Budget Office for projected user fee revenues shall be based on the Division's estimate of fees to be collected based on the new fee program or system. Upon approval, the revised Nevada Administrative Codes (NAC's) including the fee system will be implemented by January 1.
- IV. The Division shall develop and maintain an updated fee manual, which will provide guidelines and procedures for collecting fees, providing refunds and reserving facilities.

RULES:

1. The regional managers shall initiate the fee schedule review by April 1 of odd-numbered years (this occurs at the same time as the NAC review). See Policy 66-1, Rule #1, for the scheduled.
2. Every employee involved in managing a park or who is responsible for fee collection, shall diligently pursue the fee collection program within his or her realm of responsibility.

COMPARISON OF FEES CHARGED FOR LIKE FACILITIES

When evaluating the fees charged for similar facilities, individuals assigned will conduct a survey that compares the current fee structure for each of the State Parks Units to the "like" facilities and their fees. Using the "like" facilities analysis, staff recommendations on the fee as a management tool and the socioeconomic aspects of park users, the surveyor will document what the fee structure should be for each park.

Documentation should address:

I. Analysis of "like" facilities.

- 1) Are our fees higher, lower or the same in comparison to:
 - a) Facilities
 - b) Resources
 - c) Services

II. Fee as a Management Tool

- 1) Fees would
 - a) Increase use
 - b) Decrease use
 - c) Stay the same
- 2) Resource
 - a) Would not affect
 - b) Decrease use
- 3) Facilities
 - a) Would not be able to handle more
 - b) Will handle more use
 - c) Would not affect

III. What should the fees be?

- 1) Same
- 2) Higher
- 3) Lower
- 4) Fee for facility/service that is not currently being charged for
- 5) Drop fees
- 6) Seasonal fees

EXAMPLE

1. Comparison

Dayton State Park, when compared to other facilities shows more facility amenities and services than that of the U.S. Forest Service facilities, but like facilities and services when compared to California State Park facilities. The resources of all the facilities were very similar with no one outstanding resource.

2. Management

At Dayton State Park, the day use fee is \$3.00 per vehicle. Staff believes that day use visitation would increase, and the resources and facilities could handle the increase of use if the fee was lowered. We also are the only agency that has and charges for a group use area. Currently, use of the facility is not overwhelming. The group use area fee should be lowered to attract more use.

3. Fees

The day use fee for Dayton should be \$1.00 per vehicle instead of \$3.00 per vehicle. The current fee is discouraging use. Our facilities and resources can handle the increase.

The group use fee should be lowered from \$50.00 plus the entrance fee to \$35.00 plus \$1.00/vehicle. I would also like to recommend instituting a cleaning deposit structure. This would compensate for staff time “cleaning up after” the use. Staff suggests requiring a refundable deposit of \$50.00. This would only require an inspection with a responsible group use participant to inspect the area. The current fee does not “attract” use and the “cleaning deposit” would either save staff from clean-up work or compensate the Division for the additional staff time.

The camping fee should stay the same, as facilities, resources and services are acceptable for the unit.

Dayton State Park Fees (Proposed)

Day Use	\$1.00/vehicle (Buses, large motor homes \$1.00 extra to compensate for loss of parking space).
Group Use	\$35.00/site plus \$50.00 cleaning deposit, refundable if facility left clean.
Camping	\$4.00/night plus \$1.0 every additional vehicle.